|  |  |
| --- | --- |
| Employee Name: | Reviewer Name: |
| Employee Title: | Reviewer Title: |
| Review Period Start: | Department:  |
| Review Period End: | Company Name: |

**Review Questions**

|  |  |
| --- | --- |
| What are some obstacles that you have had to overcome during the past 90 days and how did you overcome them? |  |
| What processes or technologies with respect to your role at the company can be improved upon to increase productivity and your overall satisfaction in the role? |  |
| Could you see yourself remaining in this role for the next five years? If no, please indicate what roles interest you. |  |
| If you had the ability to change one thing about the company, what would it be? |  |
| Name a time or two in which you feel you have exceeded customer/colleague/client expectations during the past 90 days? |  |
| Have you been given an unreasonable deadline during the past 90 days? If yes, please explain why it was unreasonable – No need to include names, or what the task was. |  |

|  |  |
| --- | --- |
| In what environment do you do your best work? Hybrid, fully remote, or in office. |  |
| What was your toughest day at the company during the past 90 days? |  |
| Do you have a skill that is being underutilized at the company? If so, what is it and how can it benefit the company? |  |
| Do you have the technologies and resources available to you to successfully complete the tasks that are assigned to you in your current role? |  |
| Would you benefit from more one on one meetings with a department supervisor/manager/direct? |  |
| Do the number of meetings you have hinder your ability to complete other tasks? |  |

**Goals**

|  |  |
| --- | --- |
| **Achievement** | **Anticipated Date of Completion** |
| Obtain PMP Certification | 3/3/2023 |
| Earn Jira Server Administrator Certification | 6/5/2023 |
| Complete internal management training | 7/5/2023 |
| Develop Front End of Web Application | 12/25/2023 |

**Salary Increase**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current** | **% Increase** | **New Salary** | **Effective Date** |
|  |  |  |  |